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**BIDDER's CONFERENCE – MINUTES OF MEETING, Q&A and
Amendment**
RFQ/UNDP/EU-MTRE3/73134/00/2019

Assignment Name:

Benchmarking specific Energy Consumption in the Commercial Building Sector

Date and Time:

14 June 2019 at 1000 hrs (Aceh meeting room, Menara Thamrin Building 7th floor)

Closing Date:

21 June 2019 at 1500hour (Jakarta Local Time, GMT+7)

TO ALL INTERESTED BIDDERS

Introduction and Guidance		
Information		<p>Bid Conference was opened with following agenda:</p> <ol style="list-style-type: none"> 1. Explanation on RFP document – administrative issue (closing date, submission & method, delivery method for submitting offer, contract award, etc.). 2. Explanation on the Data Sheet 3. Explanation on the Term of Reference (TOR). 4. Explanation on the Submission Forms 5. Q & A (going through all sessions) <p><i>*Bidders were encouraged to carefully read the RFP document before preparing the offer and to check regularly UNDP E-tendering & UNDP website for any update/amendment to this tender document</i></p>
Q&A session is incorporated into the below minutes		
1	Q	Is the travel cost expected only for the staff or does it include people from the government for this trip?
	A	It's applies only for consultants
2	Q	Does the days for each trips or all 7 locations? (Limitation on the days per trip in each location)
	A	This is the estimate days that we used in the previous survey. Bidders are allowed to propose additional days if necessary, it is bidder prerogative to propose more days, depends on the approach and methodology.

3	Q	For the list of malls, let's say, Ramayana. In a city, there could be more than one ramayanas, and it could take a long time to survey all of them. Should we just use one of them?
	A	Before conducting the survey, the consultant should submit the list of potential object to be surveyed. We don't encourage to survey object that has been surveyed previously to avoid rejection. In case if the consultant propose to survey Ramayana 1, Ramayana 2, and so on, unless there are no other objects to be surveyed from the same category, so it is acceptable. What important is the representativeness of the object category, not the object name/brand.
4	Q	Has similar surveyed been conducted before? When was that? Did UNDP finance it? How long was the duration? Can we have any access to the report?
	A	Yes. Similar survey has been conducted by the Ministry of Energy and Mineral Resources in 2016-2017 through their own budget. UNDP did not finance it. The work was around six months. The report on the previous survey will only be shared to the selected bidder (winner). The current survey is to validate the indicative threshold number for the PP 70/2009 revision.
5	Q	Will UNDP cover other workshop expenses such as meals & refreshments and material printout, etc.
	A	Yes, UNDP will cover the meeting package in agreed selected locations, this will include meeting venue, meals & refreshments, etc. The workshop expense will be paid directly from UNDP to the vendor (excluded from the consultant)
6	Q	Will UNDP send invitation to stakeholders/respondents for the workshop? And What is the consultant role in the workshop?
	A	No. Consultant will be asked to send the invitation. Consultant also needs to prepare the list of invitees, and make sure the participants are coming to the workshop and providing content to the workshop (become facilitator/resource persons)
7	Q	Will UNDP pay the workshop vendor directly or through the contractor?
	A	Yes, UNDP will cover the cost of workshops
8	Q	Is there a ceiling on the sample size? The minimum of 200 commercial buildings is specified. If in case the based on sampling the analysis the sample size comes to be substantially greater than 200, will there be a ceiling?
	A	No. The limitation of 200 object is for valid data. Thus, the consultant should prepare back-up/buffer to achieve that number. In case all the questionnaires are valid and the number is more than 200, it is acceptable.
9	Q	If the sample results lead to number lesser than specified for individual category can the consultant survey already surveyed building.
	A	Yes, only if we don't have any other option and after the discussion with UNDP and the Ministry.

10	Q	The first question is about methodology. This project is proposed to review the government regulation. We are about to collect 200 samples at least, and there are already 168 data. And the methodology sampling is sampling error 5% in order to achieve 95% confidence level. We need to create a criteria to achieve this, and how about the other 178. Does this data achieved this sampling error and level of confidence? Consultant will have to create the criteria based on the previous project? Do the consultants need to follow the criteria from the pervious project, or do consultants need to develop our own criteria for the questionnaire?
	A	The criteria will only be shared to the selected bidders as it is not required in the technical proposal. The consultant doesn't have to include the criteria in the proposal. The criteria itself is about to be discussed with the ministry.
11	Q	The building needs to have the roof. i.e. it needs to have 8550 MWh unit, how about the boundary? How can the consultants assess the area, as the consultants need to think about the support for the roof. Do we need to think about the civil structure?
	A	If it is possible, we want the consultant to measure the structure. But not up to feasibility study, only on the area.
12	Q	Will UNDP and the ministry provide a support letter to ease the entry to commercial building for survey. The letter from government in our experience helps in relieving the resistance from respondents.
	A	Yes, the UNDP and Ministry will provide all the supporting letters.
13	Q	In case of delay in getting support from government agency, will UNDP provide support to avoid significant delay?
	A	UNDP will facilitate all the communication between the consultant and the Ministry. To avoid this kind of delay, it is important to have the list of potential object to be surveyed at the first place.
14	Q	Referring to the expected content in the final report in the TOR. The main goal of this project is validating of specific energy consumption in the commercial building. But we note there are 2 contents which are not directly related to to the threshold validation, the first one is PV and the 2 nd one is calculation of energy saving potential of each building category. I just want to confirm, is it the consultant need to perform the walk through energy audit in each building and we sum of the energy saving potential or do we need to perform preliminary identification of energy saving in general for each category?
	A	Yes, in general.
15	Q	There are no criteria for the enumerator. Does UNDP require the consultant to propose 10 enumerators?
	A	No. IT is the prerogative of the consultant, whether the consultant want to have enumerators or do by their own. But, if enumerators are used, thus training is required for the enumerators. Each step of the data collection is better to be clearly communicated with UNDP.

16	Q	Should the proposer already write down the name of the 200 objects in the proposal?															
	A	No. The list of the surveyed object is only for reference. However the consultants should already identify on how many objects they'd like to survey in the location, because it will have implication to the resources (time, trips).															
17	Q	Could we can focus on the capital city of the regions?															
	A	Yes you may. It is bidder prerogative. You may go deeper or beyond capital city, as long as you accommodate the minimum target as required in the ToR, but it will affect your financial proposals.															
18	Q	All the staff desired in the assignment are National Experts. We request UNDP to consider international experts for a few positions.															
	A	We did not specified that the expert has to be national except for the team leader. Thus, it is the prerogative of the bidders whether they want to use national or international expert.															
Amendment 2 to the RFP	1	Page 12, Annex 3 of the tender document (ToR) Section A. General Information under the sub-title Terminology of this ToR. Deleting row no. 5, "Government Building"															
		Terminology of this TOR The terms listed here under are used throughout this term of reference (TOR) to mean the following:															
		<table><tr><td>Renewable Energy (RE)</td><td>:</td><td>Energy derived from natural processes (e.g. sunlight and wind) that are replenished at a faster rate than they are consumed. Solar, wind, geothermal, hydro, and some forms of biomass are common sources of renewable energy.</td></tr><tr><td>Energy Conservation</td><td>:</td><td>A systematic, planned and integrated effort to reduce energy use through a behavior change.</td></tr><tr><td>Energy efficiency (EE)</td><td>:</td><td>A systematic, planned and integrated effort to reduce energy use through an improvement in technology that makes an existing use of energy more efficient.</td></tr><tr><td>Energy Management</td><td>:</td><td>The proactive, organized and systematic management of energy use in a building or organization to satisfy both environmental and economic requirements</td></tr><tr><td>Government Building</td><td>:</td><td>Buildings for official purposes that become/will be state property such as office buildings, school buildings, hospital buildings, warehouses, and state-owned residential, and held with sources of financing originating from APBN</td></tr></table>	Renewable Energy (RE)	:	Energy derived from natural processes (e.g. sunlight and wind) that are replenished at a faster rate than they are consumed. Solar, wind, geothermal, hydro, and some forms of biomass are common sources of renewable energy.	Energy Conservation	:	A systematic, planned and integrated effort to reduce energy use through a behavior change.	Energy efficiency (EE)	:	A systematic, planned and integrated effort to reduce energy use through an improvement in technology that makes an existing use of energy more efficient.	Energy Management	:	The proactive, organized and systematic management of energy use in a building or organization to satisfy both environmental and economic requirements	Government Building	:	Buildings for official purposes that become/will be state property such as office buildings, school buildings, hospital buildings, warehouses, and state-owned residential, and held with sources of financing originating from APBN
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			funds, and/or other legitimate acquisitions
		Commercial Building	: Buildings that are intentionally erected to generate profit from the commercial activity of the building for the owner, which include hotels, shopping centers, hospitals, and offices.
		Specific Energy Consumption (SEC)	: The kilowatt-hours (kWh) consumed per million gallons (MG) pumped, making it a comprehensive, high-level measure of pump station efficiency that accounts for the many complex variables within the system.
		Energy Consumption Intensity (IKE)	: The division between the consumption of electrical energy in a certain period of time with the unit area of the building.
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Jakarta, 18 June 2019